

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 940-2PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

City of College Park

Public Services

AGENCY

DIVISION

Item No.	Description	Retention
	<p>This department enforces all City Codes, including building and housing codes; vehicles, traffic and parking codes and animal controls. Administers the City recreation programs.</p> <p>Follows and analyzes County level zoning, legislation and Liquor Board matters affecting the City, advises of the potential impacts of such legislation and recommends a City position on the matter.</p> <p><u>Type of Record</u></p> <ol style="list-style-type: none">1. County bills and resolutions2. Departmental Administrative files3. City Housing files4. City and County Zoning files5. Parking ticket files6. Animal Control files	<p>1 yr.</p> <p>3 yr.</p> <p>Permanently</p> <p>Permanently</p> <p>3 yrs.</p> <p>2 yrs.</p>

Schedule Approved by Department,
Agency, or Division Representative

9/14/82

Date

Signature

City
Administrator
TitleSchedule Authorized by
Hall of Records Commission

Date

State Archivist